



## APPENDIX N – HOUSEKEEPING RULES (EXAMPLE)

The following set of housekeeping rules consist of a list of general and public rules that are applicable to the administrative office work areas throughout the installation. Organizations should make every effort to assure that all personnel are familiar with the facilities housekeeping rules. An organized, well kept working area that is neat and clean contributes to the visual harmony of the work area and fosters work efficiencies.

Below is a sample of housekeeping rules. Fort Carson should modify as appropriate when used for various buildings.

### N.1 HOUSEKEEPING RULES FOR (ENTER NAME OF ORGANIZATION)

#### N.1.1 GENERAL

**Alterations.** Employees shall not mark, paint, drill, damage, string wires within, or in any way deface any part of the building. Employees will not install or permit the installation of any awnings, shades, Mylar films, or num filters on windows. Employees will not obstruct, alter, or in any way impair the efficient operation of the heating, ventilating, air conditioning, electrical, fire safety, or lighting systems, nor shall the employee tamper with or change the setting of any thermostat or temperature control valve in the building. Employees shall not cover or block air ducts or vents.

**Cleanliness.** Employees shall exercise his/her best efforts to keep workstations and common areas, i.e., hallways, corridors, team rooms, etc., clean and free from rubbish. No employee shall cause any unnecessary labor due to carelessness or indifference in the preservation of good order and cleanliness. It is highly recommended that employees use covered cups when transporting liquids to and from the coffee bars. Employees shall not bring any substance into the building that might add an undue burden to the cleaning or maintenance of the premises or the building.

**Carpet.** Carpet stains and/or damage should be reported to (enter Point of Contact (POC)).

**Energy Conservation.** Turn off systems furniture lighting, conference room lights, private office lights, and equipment, etc. when not in use, especially at the end of the day. During non-business hours, employees shall limit the use of lighting and equipment to areas occupied.

**Lighting.** Do not adjust or move any overhead lighting fixtures or fixtures within workstations. Lighting within workstations may not be without written approval by (enter POC). One desktop personal lamp may be placed in a workstation.

**Vertical Blinds.** Blinds are to be left down at all times. Only the wands will be used for adjustments. Items will not be placed/stored on windowsills other than small plants as covered above.

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**Signage.** No signs, advertisements, or notes shall be painted or affixed on or to any window, door, restroom, conference/team room, or other part of the building unless approved by (enter POC). Bulletin boards will be installed in each of the coffee bars for posting of unofficial material.

**Vehicles.** Employees shall not bring bicycles into the office environment.

**Air Sprays.** Since many people are sensitive to various air sprays, their use is discouraged.

**Maintenance.** All requests for maintenance on workstations, chairs, carpeting should be reported to (enter POC).

## **N.1.2 PUBLIC SPACES**

**Eating in Work Areas.** Eating in work areas can contribute to pest infestation and an unsightly appearance. If eating at your desk, please ensure trash is discarded daily. Perishable food items should not be stored in the employee's work area. Perishable foods are to be kept refrigerated.

**Appliances** (e.g., heaters, refrigerators, microwaves, coffee pots). Refrigerators and microwaves are not permitted in work areas. One personal fan, not to exceed 8" in diameter may be placed in a workstation. Exceptions to accommodate health problems may be submitted to (enter POC).

**Centralization.** Copiers, faxes, scanners, printers, etc. will be centralized and networked to the maximum extent possible. Personal office equipment will be provided on an exception basis only.

**Office Accessories.** All office equipment and other devices of any electrical or mechanical nature shall be placed on an area of the work surface that best accommodates the prevention/elimination of any vibration, noise, or annoyance to others. Employees shall not construct, maintain, use, or operate any equipment or machinery that produces music, sound, noise, pictures, or lighting that is audible or visible beyond their workstation.

**Office Wall Mountings.** Only framed items will be hung on walls. No artwork or other displays may be placed or hung on fixed or temporary walls/partitions, other than in private offices without approval by (enter POC). The use of tape, pushpins, or other devices to affix items to walls is prohibited.

**Plants.** Plants must be contained within workstations and not affixed in any way to the workstation, partitions, floors, or ceiling as outlined in the guidance detailed elsewhere in this document. Small plants that do not interfere with the normal operation of window blinds may be placed on windowsills.

**Speakerphones.** The use of speakerphones is restricted to when absolutely necessary. Concerted efforts must be made to utilize team rooms when speakerphone conversations are required.

**Trash.** The janitorial contractor will discard only items in wastebaskets or items clearly labeled "TRASH." Do not place trash in the corridors, hallways, stairwells, or other common areas.

**Workstation Reconfiguration.** Workstations will not be reconfigured, modified, or altered in any way by the occupant.

**Workstation Guidelines.** Every employee shall make a concerted effort to keep workstations clean, uncluttered, and professional in appearance. Avoid placing papers and other "hard copy" materials on

the wall of the workstation and avoid the accumulation of excessive pictures, cartoons, and mementos. The storage of papers, boxes, and files on floors is prohibited. Materials are not to be hung on the outside panels of workstations.

**Above the Panels.** Nothing will be placed above the panel height of the workstations or hung from the ceiling. Nothing will be stacked on the tops of flipper doors, map files, filing cabinets, towers, etc.

**Cabling.** No temporary cabling for electrical, information technology, or communications is allowed. Requests for alterations must be submitted to (enter POC). This prohibition includes extension cords; surge protectors are allowed. Wiring is to be contained in cable trays and off the floors.

### **Care of Furniture and Furniture Systems.**

**Laminate Surfaces.** To clean laminate tops, wash with a soft cloth and a solution of mild detergent and warm water. Rinse thoroughly and dry with a soft cloth.

**Steel and Painted Metal Surfaces.** Panel trim, panel poles, painted flipper doors, and other parts of flipper doors should be cleaned with a soft cloth soaked in detergent and warm water. Rinse thoroughly and dry.

**Fabric.** For information on how to remove spots from panels and workstation flipper doors, contact (enter POC).

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